

**DRAFT**

**VIRGINIA FIRE SERVICES BOARD  
Fire Education and Training Committee  
October 13, 2005**

A regular meeting of the Committee on Fire Education and Training was held at the READI Center in Loudoun County at 10:00am. Mr. Floyd Greene served as Chair.

**COMMITTEE MEMBERS PRESENT**

Kenneth Brown  
Gary Eads  
Thomas Fuqua  
Floyd Greene – Chair  
Lora Sharkey  
Richard Steinberg

**COMMITTEE MEMBERS ABSENT**

None

**VFSB MEMBERS PRESENT**

Dennis Mitchell  
Michael Reilly

**AGENCY MEMBERS PRESENT**

Scott Hechler  
Buddy Hyde  
Nausheen Khan  
Christy King  
Christine Lopilato  
Larry McAndrews  
Billy Shelton  
Jennifer Wainwright

**GUESTS PRESENT**

Darren Basch (FAAC)  
Doug Dormer (FAAC)  
Charlie Singleton (VSFA)

**APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING**

The Chair asked if there were any additions and/or corrections to the minutes of the August 2005 meeting. With no changes to the minutes, the August 19, 2005 meeting minutes were approved.

## **CHANGES TO THE AGENDA**

### **Unfinished Business:**

- B. Christine's Burn Building Update
- C. Bedford County Burn Building
- D. Northern Neck Burn Building
- E. Revised Officer 3 Program
- F. Class Size Requirements
- G. 1403 Inspections of Burn Buildings

### **New Business:**

- A. FAAC Inc. Driver Simulator Demonstrator

## **PUBLIC COMMENTS**

Charlie Singleton gave the status of the Mecklenberg Burn Building. He also mentioned the Commonwealth Preparedness Strategic Plan in regards to training.

## **COMMENTS FROM THE VDFP LIAISON**

### **Enclosure 1. – Program Assignments**

#### **Virginia Fire Services Board Training Committee Report**

The Liaison mentioned the current busy season for training, as most students enroll during the Fall and Spring.

A board member expressed concern about the possibility of one-on-one training and that all students should be treated equally across the board. It was also asked if the Board is entitled to add or modify a course(s).

An agency member responded that standards change every five years so the agency evaluates the programs, verifying their compliance with the NFPA. Discussion ensued regarding the Board's authority for training. The Code mandates that the Board shall provide the training schools for the fire service. In practicality this must occur through the agency; nevertheless, there is still a concern about the level of changes the agency can make without the approval of the Board.

Another question was asked about the purpose of the ARF for Structural Firefighters course, as the board member assumed more availability of the course.

Another board member commended the training staff and administrators for their hard work.

## **COMMENTS FROM THE COMMITTEE CHAIR**

None

## **UNFINISHED BUSINESS**

### **Topic: Report on Attorney General's review of Burn Building Policy Revision**

**Motion:** Approve VFSB Burn Building Policy with additions/changes recommend by the Attorney General's office.

**Discussion:** Only the date needs to be changed to October 14, 2005.

**Vote:** Motion carries

**Action:** Bring before Full Board for approval

### **Topic: Burn Building Update**

**Enclosure 2.** – Burn Building Spending Plan

**Enclosure 3.** – Letter regarding Gloucester Fire Training Facility

It was reported that Mecklenberg is making progress on their New Construction burn building. There were no significant updates for the Replacement burn buildings. For Repair, it was communicated that Emporia may request more funds for A&E fees. Lynchburg is complete.

It was reported that the RFP for the A&E services has been published for solicitation for 30 days. An evaluation committee will then be formed.

A board member made a request to see the documentation from Tazwell about their forfeit of the burn building funds so that their file can be complete.

**1<sup>st</sup> Motion:** To approve Gloucester County's request to allow the use (waiver) of non-galvanized material with the understanding that the locality will be responsible for any repairs to this material.

**Discussion:** Gloucester County requests to be granted a waiver for the use of non-galvanized steel. Discussion ensued regarding the use of galvanized steel versus non-galvanized steel. The board members deliberate over whether or not a motion needs to be made regarding the use of this metal on burn buildings.

**Vote:** Motion carries

**Action:** Bring before Full Board for approval

**2<sup>nd</sup> Motion:** To allow Gloucester County to utilize a “subjective” Automatic Control System for gas fired burn unit.

**Discussion:** None

**Vote:** None

**Action:** None

**Topic: Bedford County Burn Building**

**Motion:** None

**Discussion:** Representatives were not able to attend due to unforeseen circumstances. Their update will occur at the next Board Meeting.

**Vote:** None

**Action:** None

**Topic: Northern Neck Burn Building**

**Motion:** None

**Discussion:** The history of the Northern Neck burn building from the past six years was explained. Currently, the district is serious about the burn building project, as there is a semi-complete structure currently standing. They are requesting full funding and plan to attend the Full Board meeting.

**Vote:** None

**Action:** None

**Topic: Revised Officer 3 Program**  
**Enclosure 4. – Fire Officer 3: Updated**

**Motion:** Accept the revised Fire Officer III program as an approved certification class.

**Discussion:** None

**Vote:** Motion carries

**Action:** To bring to Full Board for approval

**Topic: Class Size Requirements**

**Motion:** None

**Discussion:** Discussion ensued regarding the need for volunteers in the training classes. Some members show concern about possible minimum attendance requirements for training courses. It was requested by the Board to have the agency's division managers discuss the issue of 'low training is better than no training.' It was mentioned to have the agency report back to the board at the February 2006 meeting.

**Vote:** None

**Action:** None

**Topic: 1403 Inspections of Burn Building**

**Motion:** None

**Discussion:** None

**Vote:** None

**Action:** None

**NEW BUSINESS****Topic: FAAC Inc. Driver Simulator Demonstrator**

**Motion:** None

**Discussion:** A representative from the FAAC Inc. gave a presentation on the history and purpose of their simulators. The Chair of the Committee informed the audience that a demonstration of the FAAC Inc. Simulator is in the loading dock.

**Vote:** None

**Action:** None

## **ADJOURNMENT**

The Committee adjourned at 12:22pm

Clerk of the Committee  
Nausheen I. Khan

## **REVIEWED BY:**

---

Larry McAndrews, VDFP Liaison

---

Date

## **Enclosures:**

1. – Program Assignments
2. – Burn Building Spending Plan
3. – Letter regarding Gloucester Fire Training Facility
4. – Fire Officer 3: Updated

**DRAFT**

**VIRGINIA FIRE SERVICES BOARD  
Fire Prevention and Control Committee  
October 13, 2005**

A regular meeting of the Committee on Fire Prevention and Control was held at the READI Center in Loudoun County at 1:00pm. Mr. Dennis Mitchell served as Chair.

**COMMITTEE MEMBERS PRESENT**

Ed Altizer  
Dennis Mitchell – Chair  
Brian Mullins  
Michael Reilly  
Susan Williams

**COMMITTEE MEMBERS ABSENT**

None

**VFSB MEMBERS PRESENT**

Kenneth Brown  
Lora Sharkey

**AGENCY MEMBERS PRESENT**

Russ Chandler  
Scott Hechler  
Buddy Hyde  
Nausheen Khan  
Christy King  
Christine Lopilato  
Billy Shelton  
Jennifer Wainwright

**GUESTS PRESENT**

Charlie Singleton

**APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING**

The Chair asked if there were any additions and/or corrections to the minutes of the August 2005 meeting. With no changes being made, the August 19, 2005 meeting minutes were approved.

**CHANGES TO THE AGENDA**

**Unfinished Business:**

None

**New Business:**

- A. Smoke Alarm Grant Program
- B. VFIRS
- C. Fire Prevention & Control Document Update
- D. Meeting for Fire & Life Safety Coalition

**PUBLIC COMMENTS**

None

**COMMENTS FROM THE VDFP LIAISON**

Memorandum for: VFSB Fire Prevention and Control Committee

From: W. G. Shelton Jr. CEM

Date: October 13, 2005

Subject: Liaison Report

1. Mini-grant work session conducted on October 6, 2005 at Glen Allen.
2. Applied for three grants via Assistance for Firefighters Grants (AFG) Fire Prevention Program.
  - a. Enhanced educational trailer \$ 93K
  - b. Smoke Alarms \$ 100K
  - c. R& D Live fire Research Project (VFMA) \$ 480K
3. 16, 251 Virginia Firefighters have been registered on the National Registry at NBFSPQ. The figures include Fairfax County and Prince William County. We do not have Henrico County's data to date. All of these were registered at the special rate of \$3 per registration. Additionally, 1, 231 certificates were issued from June 1, 2005 through September 30, 2005 through the Division Offices. Each was registered and carried the NBFSPQ seal.
4. The VFMA has new trailers to support its mission in Environmental Crimes, Law Enforcement, Inspector and Investigator Programs.

**COMMENTS FROM THE COMMITTEE CHAIR**

The committee chair welcomed everyone to Loudoun County and apologized for the difficult directions. He reminded everyone to attend the dinner this evening.

**REPORT FROM THE VIRGINIA FIRE MARSHAL ACADEMY****Fire Inspector 1031**

We are revising lesson plans and presentations to adapt to the 2003 ICC. Still preparing to use PowerPoint's for the entire program as we did with the 1033 program. The Academy will still offer six schools in 2006 and 2007, two of which will be in Northern Virginia. The use of the Prince William site was outstanding and we hope to return to this facility in the future. The next 1031 will be at Camp Pendleton on November 28<sup>th</sup> following up with a school in Fairfax on January 9<sup>th</sup>, 2006.



### **Fire Investigator 1033**

A team has been set up consisting of hazardous materials specialist in both EPA and DEQ rules and regulations. This team headed up by Chief Steven De Lisi will complete a written document and procedures to assure the Agency and the Academy are in compliance with state and federal regulations when doing live fire evolutions for establishing burn sites for student examination. Of course the Academy will also follow as much of the NFPA 1403 document as much as possible.

### **Public Fire & Life Safety 1035**

The pilot in Williamsburg was a success but it clearly showed we needed to extend the program by one more day for the Level 1 course. Changes to that course will be piloted at the Winchester Regional School in October. The course will be presented to the Board in December for review and acceptance at the February Virginia Fire Services Board Meeting.

### **Environmental Crimes**

This course has just had a major revision as the result of both cadre and student recommendations. Lesson plans are being adjusted and enhanced. The last draft will be completed by November 1, reviewed for refinement by November 12, with presentations being made at the November 28<sup>th</sup> Environmental Crimes school at Camp Pendleton. The course material will be presented to the Board at the December meeting for review and acceptance at the February Virginia Fire Services Board Meeting.

### **Law Enforcement School for Fire Marshals**

We are at the halfway point of this years LE School. We are very fortunate to be back at the Federal Prison Appomattox site in Prince George. This facility is perfect for this school providing resources not normally available at other locations. All students qualified at the range and they have begun their defensive tactics training. I regret to report we had one injury, our defensive tactics instructor, Marilyn Wilson, was injured during practical exercises. The accident was unavoidable and resulted in a sprained wrist.

### **Juvenile Firesetters**

The National Fire Academy had not planned on releasing the documents for the Juvenile Firesetter until Christmas or shortly there after. This would have complicated the training calendar for next year. However, Keith Arnold has spoken with NFA representatives and we should receive the materials within the next week or two. Keith Arnold will be conducting Train-the-Trainers as soon as we adapt the lesson plans to Virginia's needs.

### **Academy 2 Year Calendar**

Just this last week I received the last bit of information needed to establish the 2006/2007 calendar. This should be ready and posted on our website by the end of the month.

### **Electronic Training Records**

Starting in December we should be switching over from doing file reviews to recording recertification records onto the FSTRS. There will not be a two year automatic tally but each investigator or inspector should be able to look at their own file via the internet and total the hours to see that they meet the minimum requirements. Wayne Baber's roll will switch from sending out individual reports to approving and entering each recertification event into the system. This can all be done with our existing system with some alterations by Brook Pittinger and her staff.

### **REPORT FROM THE CODE CHANGE AND SUBDEVELOPMENT COMMITTEE**

The Code Change and Subdevelopment Committee reported that the International Code for the 2003 edition is completed, and that November 16<sup>th</sup> is the formal completion date.

It was mentioned that the committee is looking to revise the inspector program to match the 2003 edition of the code. As of now, 16,251 firefighters have been registered.

### **UNFINISHED BUSINESS**

#### **Topic: Mini-Grant Work Session**

#### **Enclosure 1. – Mini-Grants Budgeted Obligations and Cash Availability**

#### **Enclosure 2. – Mini-Grant Spreadsheet**

**1<sup>st</sup> Motion:** To approve 37 Mini-Grant requests in the amount of \$181,260.74

**Discussion:** It was reported that the Training Mini-Grant Workshop was held on October 6, 2005 and that the applications had significantly improved compared to the previous years.

**Vote:** Motion carries

**Action:** To bring to the Committee on Administration, Policy & Finance for approval

**2<sup>nd</sup> Motion:** Request an additional \$81,260.74 from the interest fund for the Mini-Grant requests

**Discussion:** It was suggested by a few board members to possibly fund training courses through the Mini-Grant program. It was also requested to keep the \$100,000 at a minimum so that funding is not taken away from this program.

**Vote:** Motion carries

**Action:** To bring to the Committee on Administration, Policy & Finance for approval

## **NEW BUSINESS**

**Topic: Smoke Alarm Grant Program**

**Enclosure 3. – Briefing on VDFP Smoke Alarm Grant Program**

**Motion:** None

**Discussion:** Discussion ensued regarding the various types of alarms that may or may not be included in this program.

**Vote:** None

**Action:** None

**Topic: VFIRS Hardware Grant FY06**

**Enclosure 4. – VFIRS Grant Criteria**

**Enclosure 5. – VFIRS Hardware Grant Ranking**

**Enclosure 6. – General Information**

**Motion:** None

**Discussion:** Appropriate an additional \$6,000 for funding the VFIRS Program. This would make all applicants with a rating scale of “0” or better equal funding of \$1,000 per department.

**Vote:** Motion carries

**Action:** To bring to the Committee on Administration, Policy & Finance for approval

**Topic: Fire Prevention & Control Document Update**

**Motion:** None

**Discussion:** It was reported that background research and organizations skills were developed. The first few chapters will be delivered at the December Board Meeting. Various Ad-Hoc committee meetings will be occurring in the meantime.

**Vote:** None

**Action:** None

**Topic: Meeting for Fire & Life Safety Coalition**

**Motion:** None

**Discussion:** It was decided to make the Fire and Life Safety meeting outside the coalition's normal meetings. The date has not been confirmed but will be in the middle of November at the Glen Allen headquarters.

**Vote:** None

**Action:** None

**ADJOURNMENT**

The Committee adjourned at 2:02pm

Clerk of the Committee  
Nausheen I. Khan

**REVIEWED BY:**

\_\_\_\_\_  
Billy Shelton, VDFP Liaison

\_\_\_\_\_  
Date

**Enclosures:**

1. – Mini-Grants Budgeted Obligations and Cash Availability
2. – Mini-Grant Spreadsheet
3. – Briefing on VDFP Smoke Alarm Grant Program
4. – VFIRS Grant Criteria
5. – VFIRS Hardware Grant Ranking
6. – General Information

**DRAFT**

**VIRGINIA FIRE SERVICES BOARD  
Administration, Policy and Finance  
October 13, 2005**

A regular meeting of the Committee on Administration, Policy and Finance was held at the READI Center in Loudoun County at 2:30pm. Mr. Thomas Fuqua served as Chair.

**COMMITTEE MEMBERS PRESENT**

Thomas Fuqua – Chair  
Carl Garrison  
Floyd Greene  
Dennis Mitchell  
Lora Sharkey

**COMMITTEE MEMBERS ABSENT**

J. Chris Kollman

**VFSB MEMBERS PRESENT**

Ken Brown  
Michael Reilly

**AGENCY MEMBERS PRESENT**

Scott Hechler  
Buddy Hyde  
Nausheen Khan  
Christy King – VDFP Liaison  
Christine Lopilato  
Jennifer Wainwright

**GUESTS PRESENT**

Charlie Singleton

**APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING**

The Chair asked if there were any additions and/or corrections to the minutes of the August 2005 meeting. With no changes to the minutes, the August 19, 2005 meeting minutes were approved.

**CHANGES TO THE AGENDA**

**Unfinished Business:** None

**New Business:** None

**PUBLIC COMMENTS**

None

**COMMENTS FROM THE VDFP LIAISON & BUDGET LIASION**

**Enclosure 1.** – FY2006 Training Mini Grants Budgeted Obligations and Cash Availability

The Agency Liaison welcomed the new Fire Research Analyst. The Needs Assessment response rate is thus far at 16% so it is right on track, as the goal for the response rate is 75%. The Liaison and a Board member will be attending the Mid-Atlantic Association State Fire Commission in Charleston, West VA. The Biannual Town Hall Meetings will continue to occur, and the first one took place last night at the Sterling Fire Department.

The Budget Liaison reported that ATL '05 funding is available until the end of this fiscal year. In regards to the first round of the FY06 allocations, 36% have been disbursed. In regards to the interest account, funds are available to use.

**Topic: Interest Fund**

**Motion:** Transfer \$245,290 from the un-obligated interest fund to the Burn Building Repair and Reconstruction Category

**Discussion:** Discussion ensued regarding the use and purpose of funds transferring to the burn building fund.

**Vote:** Motion carries

**Action:** To bring to the Full Board for approval

**COMMENTS FROM THE COMMITTEE CHAIR**

The Committee Chair thanked all the management and their staff at VDFP for their hard work.

**FINANCIAL ISSUES FROM THE COMMITTEE ON FIRE EDUCATION AND TRAINING**

None

## **FINANCIAL ISSUES FROM THE COMMITTEE ON FIRE PREVENTION AND CONTROL**

### **Topic: Mini-Grant Work Session**

**Motion:** To approve 37 Mini-Grant requests in the amount of \$181,260.74

**Discussion:** It was reported that the Training Mini-Grant Workshop was held on October 6, 2005 and that the applications had significantly improved compared to the previous years.

**Vote:** Motion carries

**Action:** To bring to the Full Board for approval

### **Topic: VFIRS Hardware Grant FY06**

**Motion:** Appropriate an additional \$6,000 for funding the VFIRS Program. This would make all applicants with a rating scale of "0" or better equal funding of \$1,000 per department.

**Discussion:** None

**Vote:** Motion carries

**Action:** To bring to the Full Board for approval

## **UNFINISHED BUSINESS**

None

## **NEW BUSINESS**

### **Topic: Memo of Understanding**

**Motion:** None

**Discussion:** It was suggested to review the MOU for clarification so that the Board is aware of their exact duties and boundaries. It was suggested to have 2 members of the Board and 2 members of the Agency review the document for the next 6 months through a number of work sessions and meetings.

**Vote:** None

**Action:** None

## **ADJOURNMENT**

The Committee adjourned at 3:14pm

Clerk of the Committee  
Nausheen I. Khan

## **REVIEWED BY:**

---

Christy King, VDFP Liaison

---

Date

---

Christine Lopilato, Grant & Local Aid Manager

---

Date

## **Enclosures:**

1. – FY2006 Training Mini Grants Budgeted Obligations and Cash Availability